



Office filed in: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Grievance number: \_\_\_\_\_

University of Maine System  
**Non-Represented Employee Grievance**  
**Step 1**

Instructions: Complete this form and deliver it to your Department Director (or Dean or next level appropriate administrator). Please be specific and concise.

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Date: \_\_\_\_\_

I am filing a grievance in accordance with the Grievance Procedure for Non-Represented Employees.

1. Name of grievant(s) (if more than one grievant, list all and specify one to whom all correspondence will be sent): -----  
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2. Name(s) of individuals whose action or decision is being grieved: -----  
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3. Specify date, time, place, and other relevant circumstances surrounding the alleged violation: -----  
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4. Name(s) and contact information for witnesses if any: \_\_\_\_\_ -  
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5. University policy or procedure that has allegedly been violated: \_\_\_\_\_  
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**Attach a separate sheet giving a clear statement of the grievance, including any applicable policies, procedures, or rules. Briefly describe actions previously taken to resolve this grievance.**

Signature: \_\_\_\_\_

Copy to: Campus Grievance File  
Grievant



Office filed in: \_\_\_\_\_  
Date received: \_\_\_\_\_  
Grievance number: \_\_\_\_\_

**University of Maine System  
Non Represented Employee Grievance Appeal**

**Check one: Step 2 \_\_\_\_ or Step 3 \_\_\_\_**

Instructions: Complete this form and deliver it to your Vice President/Senior Staff member (if filed at Step 2) or President/Chancellor (if filed at Step 3). Please be specific and concise. Attach original grievance and all responses and appeals filed on this matter.

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Date: \_\_\_\_\_

Date of receipt of (check one) Step 1 \_\_\_\_ or Step 2 \_\_\_\_ response: \_\_\_\_\_

I am appealing the (check one) Step 1 \_\_\_\_ or Step 2 \_\_\_\_ response to the attached grievance for the following reasons (state specific reasons for the appeal, attach additional sheets if necessary):

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Signature: \_\_\_\_\_

Copy to: Campus Grievance File  
Grievant